

AGENDA BILL

**Beaverton City Council
Beaverton, Oregon**

SUBJECT: Contract Award for Consultant to Develop a Request for Proposal for An Electronic Case and Document Management System for Beaverton Municipal Court and Transfer Resolution

FOR AGENDA OF: 01-04-11 **BILL NO:** 11008

Mayor's Approval: Denny Doyle

DEPARTMENT OF ORIGIN: Human Resources

DATE SUBMITTED: 12-21-10

CLEARANCES: Finance PHC
Purchasing PHC
City Attorney MR
Asst to the Mayor PHC

PROCEEDING: Consent Agenda
(Contract Review Board)

EXHIBITS: Exhibit I – Transfer Resolution
Exhibit II – Summary of Proposals Received
Exhibit III – Evaluation Matrix

BUDGET IMPACT

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$78,755	BUDGETED \$35,000*	REQUIRED \$43,755*

*Account Number 001-45-0571-511 General Fund – Municipal Court Services – Professional Services Account. The \$35,000 amount budgeted is included in the adopted FY 2010 Budget. The \$43,755 additional appropriation is available from the General Fund's Contingency Account and would be established in the attached Transfer Resolution.

RECOMMENDED ACTION:

Council, acting as Contract Review Board, award a contract to National Center for State Courts (NCSC) in the amount of \$78,755 in a form approved by the City Attorney to assist City in developing a Request for Proposals (RFP) document that will be used to solicit proposals for a replacement of the Windows Court System (WINCS), the electronic case and document-management system used by the Beaverton Municipal Court and approve the attached Transfer Resolution (see Exhibit I) to provide the necessary \$43,755 additional appropriation.

HISTORICAL PERSPECTIVE:

After twelve years of product life cycle, the City is looking to retire WINCS. This necessitates the development of a RFP that will be used to solicit proposals to replace WINCS with either an off-the-shelf software package or a custom-written system.

During the 2010/2011 budget process, the City Council approved the funding for consultant services to assist the City in developing an RFP for a replacement of WINCS.

Services to be provided by the hired consultant include the following:

1. Analyze the current "as is" process relating to WINCS.
2. Produce a gap analysis of WINCS "as is" compared to the ideal Municipal Court electronic case-and document-management system for Beaverton.
3. Document in writing a new "To Be" process.
4. Produce an RFP document the City will issue that requests proposals from vendors to provide and implement an off-the-shelf software package or a custom-written system.
5. Participate with City staff in the RFP evaluation, interview and selection process.

The hired consultant may not submit a proposal or assist others in submitting a proposal in response to the RFP issued in connection with the consultant's services.

INFORMATION FOR CONSIDERATION:

Notice of the City's issuance of a RFP was advertised in the Daily Journal of Commerce on September 3, 2010. The City received five proposals which staff opened on October 5, 2010 at 2:00 PM (see Exhibit II).

The selection committee evaluated the five proposals and scored them based on criteria that included experience, qualifications, project management plan, and cost. The City invited video conferencing presentations by the top two firms. Interviews and reference checks were done with both firms. The final rankings (see Exhibit III) were as follows:

1. National Center for State Courts
2. iMerge Consulting

NCSC is recommended for contract. Major factors supporting the firm's top ranking include that the firm proposed an appropriately detailed project management plan and that the project team members assigned to work with the City have substantial knowledge, experience and qualifications relative to municipal courts. NCSC is the firm that conducted the operational assessment for the Beaverton Municipal Court in 2009. That experience demonstrated that the firm works well with the City.

The \$35,000 that was budgeted during the 2010-2011 budgeting cycle was an estimate of what it might cost to have a consultant come in to develop the RFP document described above. The proposals that the City received ranged in price from approximately \$42,000 to \$208,825. iMerge Consulting, the firm that came closest to NCSC in scoring, offered the lowest proposed price; but the firm's experience, qualifications and knowledge relative to municipal courts were rated considerably lower than NCSC.

The \$78,755 proposal price from the National Center for State Courts would require an additional appropriation of \$43,755 over the \$35,000 that was included in the FY 2010-11 adopted budget. The additional \$43,775 appropriation is available from the General Fund's Contingency Account, which has a current balance of \$14,678,348. The additional \$43,755 appropriation would be established upon approval of the attached Transfer Resolution.

RESOLUTION NO. 4056

**A RESOLUTION APPROVING TRANSFER OF
APPROPRIATION WITHIN THE GENERAL FUND OF THE
CITY DURING THE FY 2010-11 BUDGET YEAR AND
APPROVING THE APPROPRIATIONS FOR THE FUND**

WHEREAS, the City Council reviews and approves the annual budget; and,

WHEREAS, during the year the Council must authorize the transfers of appropriations from one category of a fund to another fund or from categories within a fund; and,

WHEREAS, an additional appropriation of \$43,755 is needed in the Municipal Court Program's Materials and Services Category of the General Fund to award a contract to National Center for State Courts, and the expenditure appropriation is available in the Contingency Category of the fund; now therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BEAVERTON, OREGON:

Section 1. The Finance Director is hereby authorized and instructed to transfer the following appropriations:

- \$43,755 out of the Contingency Category of the General Fund into the Municipal Court Program's Materials and Services Category as indicated below:

Materials and Services – Professional Services	001-45-0571-511	\$43,755
General Fund Contingency	001-13-0003-991	<\$43,755>

Adopted by the Council this _____ day of _____, 2011.

Approved by the Mayor this _____ day of _____, 2011.

Ayes: _____

Nays: _____

ATTEST:

APPROVED:

Catherine Jansen, City Recorder

Dennis Doyle, Mayor

**CITY OF BEAVERTON
PROPOSALS RECEIVED**

**Project: CONSULTANT SERVICES TO DEVELOP A RFP DOCUMENT
FOR AN ELECTRONIC CASE AND DOCUMENT MANAGEMENT
SYSTEM FOR BEAVERTON MUNICIPAL COURT #2518-11B**

Closing Date: October 5, 2010 @ 2:00 PM

Proposals Submitted:

- 1. DELTAWRX Management Consultants, Woodland Hills, CA**
- 2. ECM Solutions LLC, Rockford, MI**
- 3. iMerge Consulting, Orlean, VA**
- 4. National Center for State Courts, Denver, CO**
- 5. Informatix Inc, Sacramento, CA**

Evaluation Matrix/Scoring Sheet

EXHIBIT III

Ranking Instructions:

Quality of Response

Excellent Response

Good Response

Average Response

Poor Response

No Response

Evaluation Factor

1. Signature Page

2. Transmittal Letter

3. Knowledge, Experience & Qualifications of Project

Team Members and Firm

4. Project Management Plan

5. Relevant Experience & References

6. Contract Price

Weighing Factor

1

1

6

6

5

6

NCSC National Center for State Courts

Evaluation Factor	Max Points	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Reviewer 5	Reviewer 6	Reviewer 7	AVERAGE
Knowledge, Experience & Qualifications of Project	24	24	22	24	24	24	24	24	23.71
Team Members and Firm	24	18	22	24	24	20	23	22	21.86
Project Management Plan	20	20	20	20	20	20	20	20	20.00
Relevant Experience & References	24	12.8	12.8	12.8	12.8	12.8	12.8	12.8	12.80
Contract Price	92								
Total Possible Points		74.8	76.8	80.8	80.8	76.8	79.8	78.8	78.37

INTEGR Consulting

Evaluation Factor	Max Points	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Reviewer 5	Reviewer 6	Reviewer 7	AVERAGE
Knowledge, Experience & Qualifications of Project	24	12	18	12	22	18	19	16	16.71
Team Members and Firm	24	12	22	14	23	18	17	18	17.71
Project Management Plan	20	15	16	10	19	14	15	14	14.71
Relevant Experience & References	24	24	24	24	24	24	24	24	24.00
Contract Price	92								
Total Possible Points		63	80	60	88	74	75	72	73.13

